

GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Book Selections/Collections
Development
APPENDIX: #15

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The Book Selections/Collections Development Procedures is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Book Selections, GPLS Library Board Manual, 1988

Library Aims:

The aim of the Guam Public Library System PLS is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs; and more specifically, to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being.

Responsibility for materials selections:

1. As responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment to all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

Final responsibility for selection books and library materials is and shall be vested on the Territorial Librarian. However, the Territorial Librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections.

Criteria for selection:

Certain factors influence the selection of library materials. Among these are:

1. The author's reputation and significance as a writer
2. The importance of subject matter to the collection
3. Availability of materials in the system, in other libraries or in print and non-print
4. Timeliness or permanence of the book
5. Authoritativeness
6. Inclusion in standard bibliographies or indexes
7. Price
8. Format, including possibility of rebinding, as well as type and legibility



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Scope of the collections:

The Guam Public Library System collects materials for all ages that include fiction and non-fiction books, local history materials, maps, large print materials, Braille, cassettes, reference sources, paperbacks, periodicals, and other audio/visual materials.

- Fiction:

The library will attempt to maintain a good selection of current fiction while maintaining the classic fiction collection. The fiction collections will be open to all patrons. Parents will have the responsibility of determining what their children should or should not read.

- Non-Fiction:

The library attempts to hold up-to-date information in all areas of knowledge. On issues of a controversial nature, the library attempts to provide a variety of viewpoints and a balance of opinion. The Dewey Decimal System is used to classify non-fiction materials.

- Reference:

Books and materials designed for reference work are located in a special area for use by patrons. These materials are non-circulating and may not leave the library. Reference materials are denoted by "REF" on the spine.

- Collections of Locally Authored Books and Materials:

The Library System is authorized to actively solicit or purchase, if necessary, books and written matter authored by local residents which contain information of significant historical and cultural value to the people of Guam.

- Large Print:

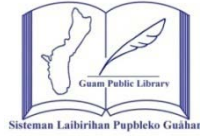
For our patrons with a visual impairment, the library provides a collection of fiction and non-fiction books in large print. The library also is the Sub-Regional Library for the Blind and Physically Handicapped for Guam, Marianas Islands, and the Federated States of Micronesia, Hawaii State Library System, Regional Library for the Blind and Physically Handicapped is our Regional Library. Digital Talking Books and equipments are available to qualifying patrons to utilize this totally free service.

- Braille Books:

GPLS offers a small collection on Braille books for people with temporary or permanent low vision, blindness, or a physical disability that prevents them from reading or holding the printed page.

- Paperback Books:

Due to the popularity of the paperback format and the price considerations, the library maintains a selection of paperbacks. They are circulated just like any hard cover book.



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- Graphic Novels:

The library has a responsibility to serve its community. Libraries purchase materials, such as graphic novels, because they have a mission statement that requires them to serve a broad range of community needs and wants. The material you find in your library was selected by librarians, who are taught as part of their professional education to determine the needs of their communities and to select materials based on library policies.

- Periodicals/Serials:

In an effort to have access to past and current information on a variety of topics the library attempts to acquire a number of magazines and newspapers to supplement the book collections. Periodicals are mainly for use in the library.

- Non-Print Materials (Audio's: Sounds and Pictures)

Sounds: Sound recordings stored in a fixed physical format such as; records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, and talking books.

Pictures: Moving pictures in a fixed physical format such as; DVD, CD-Rom, VHS, and films.

- Electronic Books (E-Books):

Free e-books available for reading, only on our website. Reading levels for Pre-K, Elementary, and Teens. Books on careers, language arts, science and technology, early literacy, military, paranormal, social studies, mystery and horror, health, arts and activities.

<http://gpls.guam.gov/e-books/>

Username: gplsebook; Password: password1

- EBSCO Online Database:

Username: ns017704main; Password: 3_bq7p4hpl